

Tuesday, August 31
8:30 am to Noon

HOW TO HIRE THE RIGHT EMPLOYEE

The basics on how to recruit, interview, select and develop great employees

\$25 Advance Registration

\$35 at the door

Training located at:
SBA Business Enterprise Center
1200 Sixth Avenue, Suite 1700
Downtown Seattle

THREE EASY WAYS TO REGISTER!

MAIL:

check payable to NW Women's
Business Center or credit card
only—use form below

NW Washington
Women's Business Center
728 134th Street, SW Ste 128
Everett, WA 98204

PHONE:

425-787-9856 credit card only

FAX:

425-745-5563 credit card only
use form below

Have you made a bad hiring decision in the past that cost you money and clients? Are you contemplating hiring an employee but need help figuring out who you're going to hire and how to do it? This workshop will cover the basics of recruiting and hiring a great employee the first time.

Join Steve Pennak for an informative and interactive session which covers:

- ✓ Importance of job design prior to interview, including identifying the key elements necessary for a hire to be winner. This results in a "model" for evaluating candidates
- ✓ How and where to find candidates
- ✓ Screening resumes for the winners
- ✓ The interview--what's legal/probing for performance/behavioral interview vs. structured interview--when to use and how
- ✓ Referencing--Why, what types, and how to do
- ✓ The Offer
- ✓ New hire orientation--making sure the "ball" is not dropped at the goal line; post hire retention

Steve Pennak, President and Owner of Business Insight Technologies, brings thirty years of diverse business experiences to the assessment business. His clients have included Nike, Weyerhaeuser, General Electric and a variety of entrepreneurial enterprises. Search assignments have included a wide range of senior leadership positions as well as developing recruiting systems and strategies for sales and medical personnel. His breadth of operating experience and time as a search consultant has honed his appreciation for the power of having the "right" people in the "right" jobs. www.hiringstrategies.com

For more information or to register contact the NW Women's Business Center at 425-787-9856 or e-mail tiffanym@seattleccd.com

NAME _____

ADDRESS _____

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E-MAIL _____

Amount of check \$ _____ Amount charged to credit card \$ _____

☐ Check (Payable to NW Women's Business Center) ☐ MasterCard ☐ Visa

Credit Card # _____

Exp. date _____

Signature _____

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